

C-O-N-F-I-D-E-N-T-I-A-L

OFFICE OF TRAINING

NOTICE

NO. 28-59

16 November 1959

SUBJECT: Office of Training Annual Meeting

1. The annual meeting of all personnel of the Office of Training will be held in the RAS Building Auditorium from 1600 to 1700 hours on Friday, 18 December 1959. All in attendance must be seated by 1600. A minimum number of employees necessary for office telephone coverage will be exempt from attending the meeting.

2. All employees are invited to remain for a Christmas social gathering immediately following the meeting. All who attend are requested to contribute according to the following scale to help defray expenses:

GS-6 and below	\$.50
GS-7 through 10	1.00
GS-11 through 13	1.50
GS-14 and above	2.00

Contributions should be turned in to appropriate Time and Attendance clerks who in turn will forward the money to [REDACTED] Room 130 [REDACTED] Deadline for contributions is 4 December 1959.

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[REDACTED]
MATTHEW BAIRD
Director of Training

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